

What to expect when becoming a Prequalified Contractor with NEK-CAP Inc's Weatherization team.

NEK-CAP Weatherization understands that all work is not identical. We will work with the winning bidders if the actual cost exceeds the bid. Please bid only in the counties that you are willing to work.

Once contractors confirm their interest they must understand, meet and provide certain requirements.

- All new contractors are required to attend a mandatory contractor procurement meeting upon start up while anticipating annual mandatory meetings that are not limited to additional sessions on an as needed basis, these meetings are intended to outline expectations, regulations, requirements, scope of work, SWS Field guide, contract information, answer any questions and address any concerns.
- Be verified through sams.gov.
- Provide a completed cost/bid sheet (provided by NEK-CAP Inc).
- Provide a signed W-9.
- Provide a current and up to date Certificate of Liability Insurance with NEK-CAP, Inc. as additionally insured.
- Provide current and up to date Workers Compensation Insurance.
- Fully read and understand the agreement between NEK-CAP Inc and potential contractor.
- Kansas Lead Safe certification (May be obtained through NEK-CAP Inc.)
- Provide Licensed Renovation Firm certificate (May be provided after Kansas Lead Safe certification is obtained).

Those who attend our procurement meeting will then be asked to go through the Weatherization bid process for General and HVAC contracting services.

- WX will provide interested contractors with a line-item cost sheet/bid sheet.
- Separate bid sheets will be required if a contractor plans to charge a travel fee due to working outside of their service county/area.
- Option 1 - Mail to NEK-CAP Inc Weatherization, 1260 220th Street, PO Box 380, Hiawatha, KS 66434, labeled Weatherization Bid.
- Option 2 - Hand delivered to NEK-CAP Inc Weatherization, 1260 220th Street, Hiawatha, KS 66434, Monday – Friday 8:00 a.m. to 4:00 p.m.
- Option 3 - Emailed to asivils@nekcapp.org.

Successful Proposers will be evaluated using a scoring system that may include but is not limited to the following for consideration.

- Adequacy understanding of the proposed methodology.
- Cost.
- Small, Minority or women owned business status of vendor.
- Ability/commitment to meeting time deadlines.
- Compliance with administrative requirements (format, due dates, etc.)
- Eligibility to receive Federal Funds.
- All other criteria (to be specified by the department requesting the proposal).

Once contractor selection has been made and only after both parties have possession of a signed contract by authorized parties will then put contractors in Prequalified status.